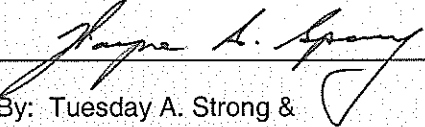


Rose-Hulman Institute of Technology FACILITIES OPERATIONS	Facilities Operations Policy Manual Policy: Clothing Policy – FT & PT Employees
Approved By: Wayne A. Spary Signature: 	Revision Date: Revision #:
Prepared By: Tuesday A. Strong & Julie A. Lunsford	Effective Date: 11/12/07 Page 1 of 1

1.0 Purpose

- 1.1 Rose-Hulman Institute of Technology's Facilities Operations established a Clothing Policy to provide full-time and part-time employees with work related clothing. Amounts will be deducted from the employee's annual clothing allowance (\$250.00 per fiscal year for full-time employees and \$125.00 per fiscal year for part-time employees).

2.0 Policy

- 2.1 **Facilities Operations hourly employees may purchase the following items through the Facilities Operations office with their clothing allowance.**

Polo Shirts (Long and Short Sleeve)
T-Shirts (Long and Short Sleeve)
Sleeveless Shirts are by position exception only.
Button Down Shirts (Long and Short Sleeve)
Sweatshirts (Zippered, With or Without Hood)
Cardigans

The following items are eligible for reimbursement (up to \$40.00 per item) from the employee's annual clothing allowance. Receipts must be submitted for reimbursements. It is unacceptable to purchase clothing with P-cards. Purchases from the Rose-Hulman Bookstore are not reimbursable.

Jeans, work pants, skirts, walking shorts*, and capri pants. *Walking shorts must extend to at least the mid-thigh.

The following will be provided to new employees and/or replaced as necessary as required by position.

- Carhardt's/Winter Outerwear
- Raincoat
- Jacket
- Ball Cap/Visor
- Gloves

The following will be provided per fiscal year as needed at no additional cost.

- Safety footwear
- Ball caps
- Campaign/Event Related (e.g., Sustainability shirts, RHIT is #1 shirts, etc.)

Note: The Rose-Hulman logo and staff first names will be embroidered on all shirts.